

Tammy

To: Vehicle Maintenance Supervisors

From: Jim Clayton *JC*

Date: June 10, 2011

Re: Filling 7 day Jobs

Just a quick reminder that when you have a 7 day job open as a result of the person being on vacation that we are contractually obligated to fill it.

When the 7 day job is open for a full week you need to use the vacation relief person to fill it (unless your relief person is already filling a 7 day job then it becomes our option). You need to use the same relief person to fill the job for the entire week and cannot split it up.

When you have a 7 day job open as a result of a single day or a couple of single days of vacation fill that job through the normal overtime procedure.

If you have any questions about this process please see either myself or Walt Woodward.